



Town Hall Meetings April 27-29, 2004





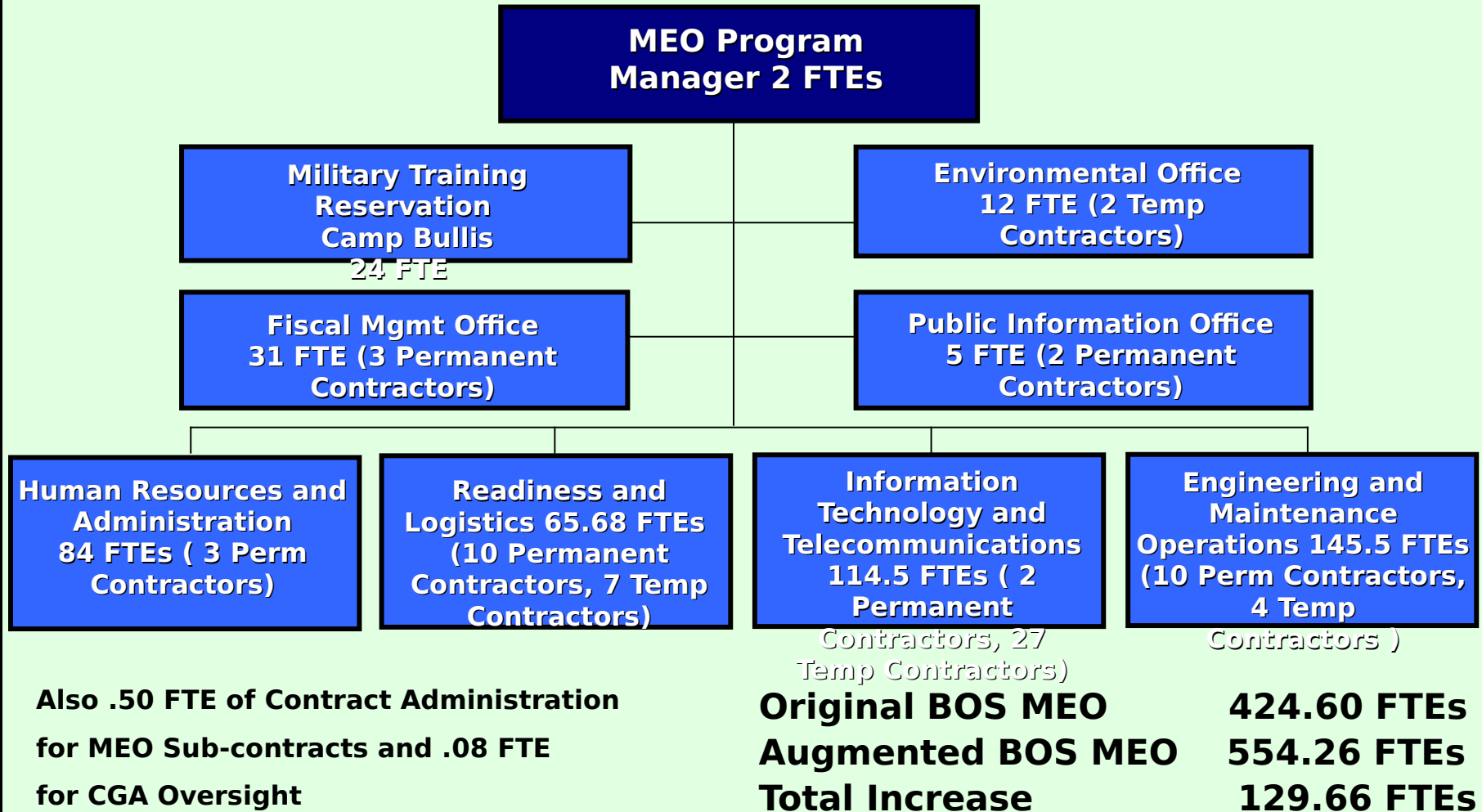
AGENDA



- I. Augmentation- BOS MEO, VI MEO, and CGA**
- II. Initial Leadership Offsite**
- III. The MEOs and the CGA**
- IV. Next Steps**
- V. Questions & Answers**



AUGMENTATION- BOS MEO





AUGMENTATION- VI MEO



**Supervisory VI Specialist (50 % Supv)
GS-1084-11(1)
AV Svcs Clerk GS-0303-04 (1)
Supply Administration Clerk Contract
(1-GS-4 Eqv)**

**GS-1084-09 (7)
GS-1060-07 (3)
WG-3901-08(1), WG-3901-
07 (1)
12 FTE Total**

**14 FTE Total
1 Contract Position
.356 OT + .5 Supv**

Original VI MEO	10.0 FTEs
Plus-up	4.0 FTEs



AUGMENTATION- CGA



Office of the Commander 5 FTEs

**Administration and COR
Pool**
3 FTEs

Public Affairs Office
1 FTE

**Plans, Training, Mobilization, &
Security**
11 FTEs

Information Technology
5 FTEs

**Environment and Natural
Resources**
4 FTEs

**Plans, Analysis, and
Integration**
13 FTEs

Human Resources
8 FTEs

Readiness and Logistics
6 FTEs

Staff Engineer
29 FTEs

Camp Bullis
5 FTEs

90 Total FTE



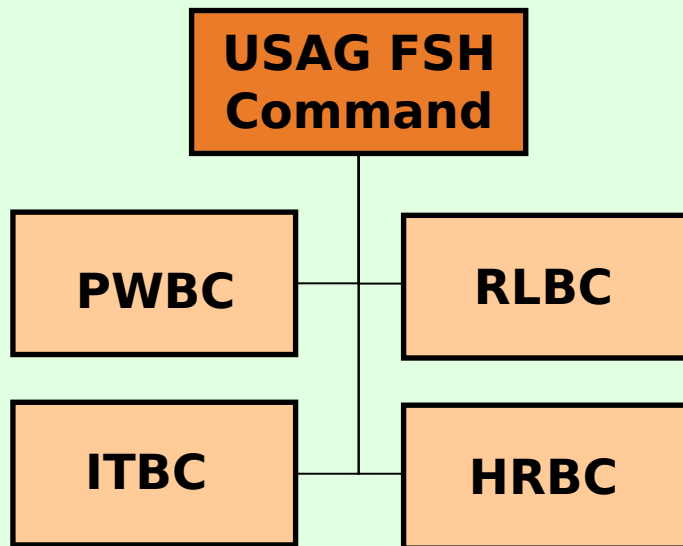
INITIAL LEADERSHIP OFFSITE



Offsite Overview 1 April 2004

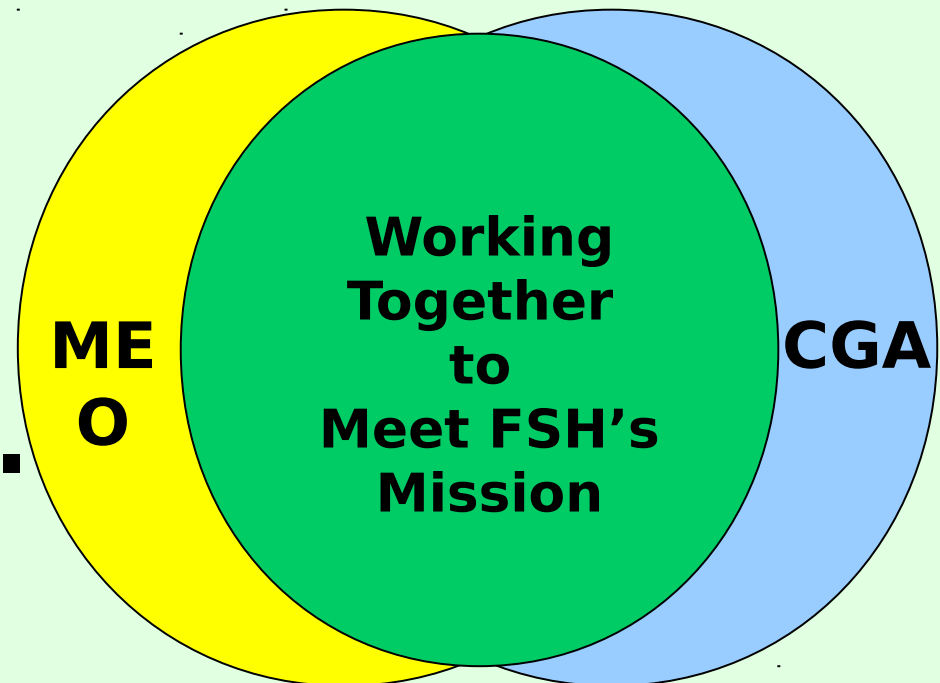


BUSINESS CENTER vs. TEAM



**Current Operations:
Business Center
Concept**

VS.



**Future Operations:
Team Concept**



RESPONSIBILITIES OF THE MEOs



- **Responsible for performing the work in the PRD**
- **Comprised of a Government/contractor workforce**
- **Includes organizational changes, operational changes, and changes in work processes**
 - All positions in the MEOs are new
 - All jobs/duties are different
- **MEO will grow and change even after implementation**
 - Changes are currently being evaluated
 - Once approved, will be announced to the workforce



RESPONSIBILITIES OF THE CGA



- **Responsible for monitoring, measuring, and reporting the performance of the MEOs**
- **Functions as Contracting Officer Representatives (CORs) for Government furnished contracts (GFCs) (Listed in Technical Exhibit 2)**
 - GFCs support the MEOs but do not actually perform the same work that is in the PRD
- **Perform inherently governmental work such as policy development, obligating the Government, approving purchases, etc.**



RESPONSIBILITIES OF THE CGA



- **11 Functional Areas**

- Command Suite
- Admin COR Pool
- Plans, Analysis, and Integration (PA&I)
- Public Affairs
- Human Resources (DHR)
- Plans, Training, Mobilization and Security (DPTMS)
- Public Works (DPW)
- Environment and Natural Resources
- Readiness and Logistics (DOL)
- Information Technology (DOIM) (Includes VI QAE)
- Camp Bullis



THE MEOs and THE CGA



**MEO Specific
Roles and
Responsibilities**

**Roles and
Responsibilities
of the
FSH Team**

**CGA Specific
Roles and
Responsibilities**



THE MEOs and THE CGA



Where do the circles overlap?

- Talking to employees
- Providing further guidance regarding a policy pertaining to a specific functional area
- Suggestions for process improvements and technology purchases

Where do the circles not overlap?

- Committing and/or obligating Government funds
- Performing PRD/CGA work
- Directing the work of MEO/CGA employees



NEXT STEPS



- **Half-Day session with individuals proposed to be in the next level of supervision in the CGA/MEO- similar to Initial Leadership Offsite**
- **Next Town Hall Meetings- 25-27 May**
- **MEO specific training**
 - Tentatively slated to begin at the end of May with Human Resources
- **CGA specific training**
- **Other transition-related activities**
- **Register for Priority Placement Program**



Q&A



QUESTION: When is the implementation date (RIF effective date) for the BOS and VI MEOs and the CGA -- and when are the RIF letters going out?



Q&A



QUESTION: When is the implementation date (RIF effective date) for the BOS and VI MEOs and the CGA -- and when are the RIF letters going out?

ANSWER: The implementation date for the MEOs and CGA is 4 September. By regulation, the RIF letters will be delivered at least 60-days in advance of the RIF effective date which will be late June or early July.



Q&A



QUESTION: Will RIF letters indicate where the employees will be assigned or just notify them of the RIF?



Q&A



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ANSWER: The RIF letters will contain some specific information such as position title, series, grade and organization of the job being offered. The letters will not contain building numbers, room numbers, phone



Q&A



QUESTION: Is there a possibility that GS-12's, 11's, 10's, etc., could be downgraded to 7's and 5's this time? If so, why weren't the folks below the higher grades given the option of a buyout.



Q&A



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ANSWER: Yes, it is possible for employees to be downgraded drastically in the RIF. While the award of buyouts will mitigate some of the drastic downgrades, the primary purpose of the



Q&A



QUESTION: How good are the chances that every employee will be placed in Garrison or other tenant organizations?



Q&A



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ANSWER: We are optimistic that most employees will have jobs within the FSH Competitive Area. However, some employees will be given notices of separation when RIF letters are delivered. Some of these employees may be separated and placed on the "stopper list" for re-employment consideration if efforts to find them jobs are unsuccessful.



Q&A



QUESTION: What happened to the negotiations with the Union that the first 50 people offered the buyout was going to be done by longevity?



Q&A



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ANSWER: Seniority is always a very big factor in determining buy-out offers. However, the basic purpose of the buyouts is to avoid involuntary separations and not to recognize seniority. Employees whose departure could not reasonably be expected to help reduce the number of involuntary separations are not eligible for buyouts - regardless of their seniority.



Q&A



QUESTION: Are we going to have another opportunity to submit employee appraisals and awards before employees are moved?



Q&A



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ANSWER: At this writing (late April) the RIF record is already "frozen". Performance appraisals awarded after this date will not be used for purposes of this RIF.



Q&A



QUESTION: If the mock RIF was flawed by personnel being left off, why wasn't it redone/corrected?



Q&A



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ANSWER: Mock RIFs provide very valuable information for planning purposes. The omitted names, personnel transfers and retirements, as well as the projected increase in MEO positions were all carefully considered with the original mock RIF report.



Q&A



QUESTION: Can we have an update on the grade series 2210 situation?



Q&A



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ANSWER: Yes, the action officer at the HQ DA, G-1 level, reported on Friday, 23 April that our request for authority to offer buyouts to GS-2210 employees was still not signed. It has been with the ASA (M&RA) for consideration and signature since 14 April.

UPDATE: NEW INFORMATION RECEIVED TODAY



Q&A



QUESTION: There was an e-mail message sent several weeks ago stating that another survey may be conducted for the 2210s. Is that going to happen?



Q&A



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ANSWER: The HQ IMA action officer reported previously that we may be required to canvass GS-2210 employees again - when we get the authority to

~~offer buyouts to them.~~



Q&A



QUESTION: Did enough people want the buyout with this last round of offers?



Q&A



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ANSWER: The response to the last tier / wave / round of offers was very good - as was the response to the first.



Q&A



QUESTION: Show how many buy-outs were offered / accepted to help reduce the RIF impact.



Q&A



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ANSWER: HQ IMA gave us authority to do 103 buyouts. 91 buyouts have been accepted and there are 12 left.

	OFFERED	ACCEPTED
1 st tier	57	44
2 nd tier	<u>64</u>	<u>47</u>
Totals	121	91

The last tier/wave will likely be a couple/few GS-2210s and the balance will be strategically decided after initial RIF letters are given (or at least after original RIF offers / separations are



Q&A



QUESTION: Are we going to see faces to positions at the A76 Town Hall meetings?



Q&A



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ANSWER: A small number of placements are known or can reasonably be predicted and may be discussed before RIF letters are delivered. CPAC is actively working with CPOC, Rock Island, to determine the faces to positions.



Q&A



QUESTION: How are CGA employees being selected? Is there some type of criteria - time-in-grade or experience?



Q&A



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ANSWER: RIF procedures are used to place personnel in the CGA. In some cases there is only one job and one qualified employee. In many cases, there will be multiple qualified candidates for the positions options. CPAC and CPOC specialists will make initial determinations based on employee skills, the need to avoid or minimize disruption and (where feasible) based on input from management officials and the Garrison leadership. Further, initial offers may change based on the same considerations and employees may even be swapped later - consistent with RIF regulations. Judgment calls are necessary in making such determinations.



Q&A



QUESTION: Some individuals were selected for the CGA with an effective date of 4 Apr 04. Is their authority as supervisor at their present job stopped or do they continue until the MEO takes effect? If their authority is stopped now, what is their job?



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ANSWER: The transition from current structure to the MEO and CGA structure is a process. Many individuals, to include some already assigned to MEO and CGA jobs, will have responsibilities associated with positions in both the old and new structures.



Q&A



QUESTION: What are the number of employees compared to the number of jobs?

ANSWER: CPAC CHARTS ON FOLLOWING SLIDES PROVIDE AN ILLUSTRATION.



Excess Garrison Employees

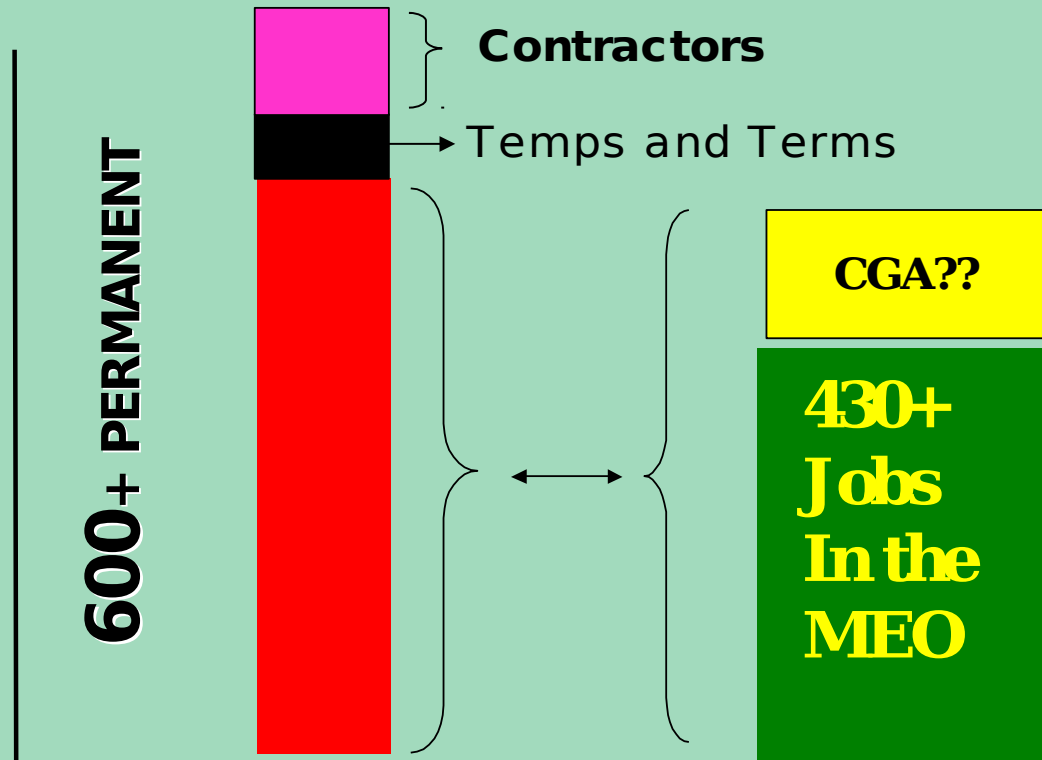
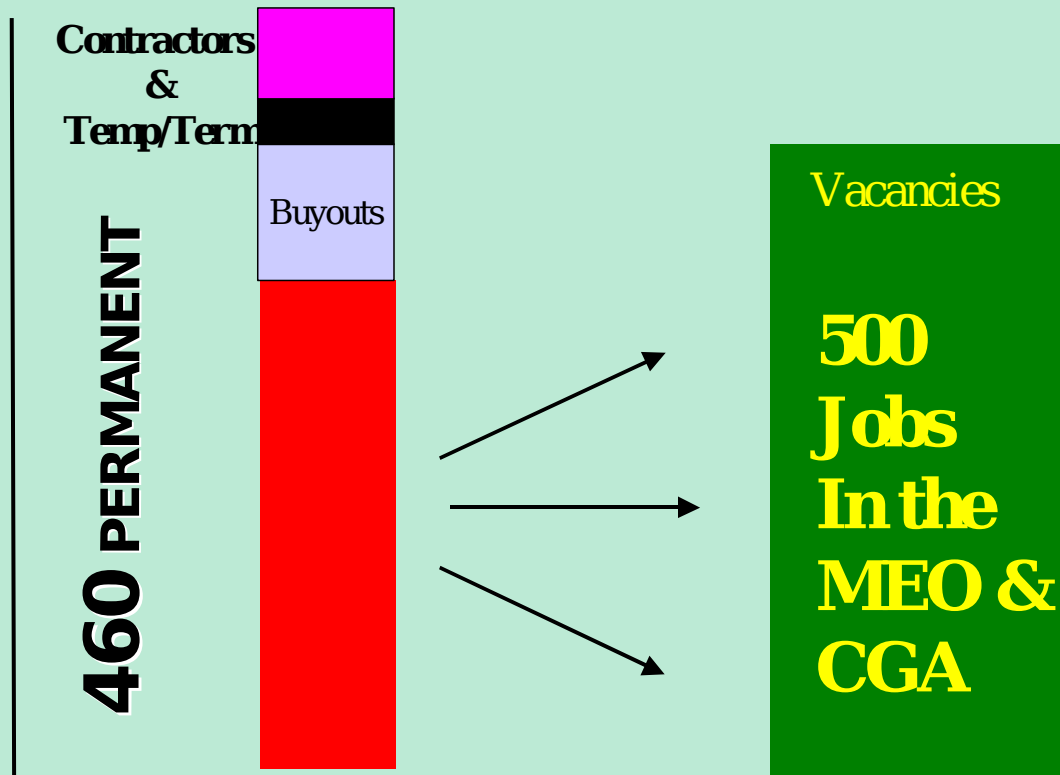


Chart from May 2003



Employees vs. Jobs



April 2004



Number of Employees/Number of Jobs



There are more jobs than there are permanent employees currently on-board.

Many jobs will not be offered in RIF but will be recruited.

Some employees will “bump” into non-Garrison positions.

Some employees may be



EMPLOYEE SERVICES



- **ACAP offered civilian employee resume writing/interviewing workshops**
 - ✓ One-day workshop scheduled for 5 May 2004 (Additional sessions may be added)
 - ✓ Call 221-1213 to register and reserve a seat
- **San Antonio Military Community Job Fair**
 - ✓ 22 September 2004 from 0900-1500 at Live Oak Civic Center, 8101 Pat Booker Road
 - ✓ 85-100 local, regional, national, and international employers are expected to participate
 - ✓ Call 221-1213 for more details
- **ACAP Offered Pre-Job Fair Workshop**
 - ✓ Will be offered a week before the job fair. Watch the Never Load for details.
- **PACE Offered RESUMIX Training in Bldg 2272**
 - ✓ 11 & 18 MAY 2004 (2 classes per day)
 - ✓ For reservations and more details call 222-7161



COMMENTS / QUESTIONS ?



- **WRITTEN -**

Send to A76 Operations Center, Bldg 2272, Stop 76

- **PHONE -**

CALL A76 HOT LINE (221-2439)

- **OUTLOOK/EMAIL -**

- Berban, Jeana A. (jeana.berban@samhouston.army.mil)
- Howell, John M. (johnm.howell@samhouston.army.mil)

- **WEB LINK -** <http://www.samhouston.army.mil/a76>

ALL QUESTIONS RECEIVED WILL BE STAFFED WITH
APPROPRIATE ORGANIZATIONS AND ANSWERS WILL BE
POSTED ON THE A76 WEBSITE.



INSTALLATION MANAGEMENT AGENCY



“Sustain, Support and Defend”